

Call for Applications – Erasmus+ Staff Mobility at Université du Luxembourg

Host institution: Université du Luxembourg (<https://wwwfr.uni.lu/>)

Host country: Luxembourg

Funding type: Erasmus+

Mobilities available: 1 staff mobility for training

Specific eligibility requirements: None

Timeframe for mobility: Before July 31, 2023.

Deadline for applications: **December 5, 2021**

The purpose of this call is to grant 1 staff mobility opportunity for training, for a duration of 5 working days (+ 2 travel days), to be completed before July 31, 2023.

ELIGIBILITY REQUIREMENTS

To participate in this call for mobility, applicants must meet the following requirements:

- For non-teaching (training) staff: be actively employed **full-time** at the University of Ottawa and have **completed the probationary period**.

FUNDING

Selected participants will receive **financial assistance** to cover maintenance costs during the mobility period as well as financial assistance to cover travel costs, as specified below:

1. Aid to cover **subsistence expenses**: This amount is set according to the country of destination and length of stay. The aid is divided by groups of countries, according to the approximate cost of living. For Université du Luxembourg, this equates to **180 EUR per day** for staff. The maximum funding period will be a maximum of 5 days (plus 2 travel days).
2. Aid to help cover **travel expenses**. The amount is calculated based on distance bands between the home and host universities. For a mobility between Ottawa and Luxembourg, this amounts to **820 EUR**.

Note: In most cases, selected participants must purchase their flight themselves and will only be reimbursed by the host institution at the beginning of the mobility.

Université du Luxembourg shall pay the funding outlined above according to the terms agreed upon by the participant and University of Luxembourg as host institution.

HOW TO APPLY

Applications must include:

For training staff

- **CV** in English or French
- **Letter of motivation** in French or English explaining how the mobility opportunity would benefit their current position at uOttawa as well as their personal and professional development. Any other information the applicant deems pertinent may also be included (i.e. additional skills, interests, vulnerable socio-economic status, etc.).
- **Letter of support** in English or French from immediate supervisor
- **Draft mobility plan** in English or French including the identification of a potential host department and possible activities, meetings, etc. to be done during the mobility stay. Please use the template, [Erasmus+ Mobility Plan – Training](#).

Deadline for applications:

Staff should email their application to Mélanie Langevin at uointl@uOttawa.ca by **11:59 p.m. on December 5, 2021.**

EVALUATION

Staff will be evaluated based on the following criteria:

- a. Previous experience (CV): *20 points*
- b. Letter of motivation: *40 points*
- c. Proposed mobility plan: *40 points*

Priority will be given to individuals **who have not yet completed** an Erasmus+ staff mobility stay.

Following the evaluation of applications and selection of a top candidate by an impartial selection committee, the uOttawa International Office will nominate the selected candidate to Université du Luxembourg for final confirmation. Once Université du Luxembourg validates the nominated candidate, the uOttawa International Office will communicate the results of the selection process to applicants. It is also possible that the selected candidates will have to complete additional steps with Université du Luxembourg to confirm their nomination.

GENERAL CONDITIONS

1. The number of available mobility placements in this call corresponds to funding granted by the European Commission to Université du Luxembourg, and is based on interinstitutional agreements signed between the University of Ottawa and Université du Luxembourg in Luxembourg.
2. The areas of knowledge of the eligible participants will be those indicated in the interinstitutional agreement signed between the University of Ottawa and Université du Luxembourg for the purposes of this call.
3. All activities included in the Learning or Teaching / Work Agreement between participating universities will be recognized at the home university.

4. As the sending institution, the University of Ottawa is responsible for nominating their selected participants to Université du Luxembourg.

5. The University of Ottawa shall publish this call on its website as well as the selected candidate of this call, once a selection has been made.

6. Participants must agree to the Mobility Agreements provided by the University of Ottawa and Université du Luxembourg as well as complete any required steps by these institutions in order to participate in the mobility stay.

7. Once the **Acceptance document has been signed**, the participant **shall be bound** to carry out the period of stay granted, except for exceptional circumstances (such as travel restrictions, the evolution of the situation in the home or host country with respect to the COVID-19 pandemic, etc.). Resignations submitted by participants may result in being ineligible for future requests for international assistance or mobility programs from the University of Ottawa, except those cases that have been justified as force majeure.